

Engine Immobilisation Notification Form

Section 1: Work Summary

Purpose This Engine Immobilisation Notification Form must be completed and submitted prior to Engine Immobilization on ships in Southern Port waters.

Company Representative and Vessel Details The *Company Representative* is to complete this section. Include machinery to be used, parameters for depth, width and length of excavation, and any other relevant information.

Company Representative Name		Contact Number	
Position in Company		Application Date	

Works

Port	<input type="checkbox"/> Albany <input type="checkbox"/> Bunbury <input type="checkbox"/> Esperance	Location	
Proposed Start Date		Work Order Number	
Proposed End Date		Permit Number	
Estimated time of arrival		Berth	
Agency		Phone	
Agent Name		Phone	
Expiry date of ships International Safety Management Certificate			
Are there appropriate procedures in place on the ship for the activity to take place safely?			
Are all Southern Ports emergency response numbers known and displayed in a public place onboard the vessel in case of an emergency?			
Will all required permits be completed prior to work starting?			
Permits	<input type="checkbox"/> Hot Work <input type="checkbox"/> Confined Space Entry <input type="checkbox"/> Other (specify)		
Description of Works			

Section 2: Safety

Dangerous Goods Is the vessel carrying any dangerous goods as cargo?

IMDG Classification		Subsidiary Risk	
Amount in Tonnes		Number of Containers	
UN Number		Packing Group	

Notifications ☐ Engineer ☐ Safety ☐ Security ☐ Maintenance ☐ Environment ☐ Pilots ☐ Harbour Master

Safe System of Work This Form is to be accompanied by relevant documents as required.

<input checked="" type="checkbox"/> Job Safety Analysis <input type="checkbox"/> Safe Work Method Statement <input type="checkbox"/> Other (specify)
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Section 3: Hazards and Controls

*Abnormal
Hazards*

List ANY abnormal hazards or defects that may affect the safety of this operation and identify the control measures that will be put in place.

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Section 4: Time to Reinstate Main Engine

Reinstatement

The time required to reinstate the main engine in the event of an emergency is

hours

Section 5: Harbour Master

*Forecast
Weather*

To be completed by the Harbour Master.

Wind Forecast			
24 hour wind direction		24 hour maximum wind	
Maximum long period wave height for duration of stay.			
Does the vessel have adequate moorings in place for the task requested?			

SimOps

Are there any adjacent operations that may conflict with the safety of this task, i.e. hazardous cargoes being discharged nearby?

Have the towage operators been notified and are they able to respond within a suitable time frame?

Conditions

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Section 6: Acknowledgement and Approval

*Requestor
Statement*

I acknowledge the requirements of Southern Ports to identify and control risks and work in a safe manner at all times. I confirm the company has satisfactory documented safe systems of work in place and that all permits and licences required are in order and understood. I acknowledge the conditions for the Notification.

Company

Company Representative Name		Representative Position	
Signature		Date	
Contact Phone		Contact email	

*Southern Ports
Representative*

I am satisfied that the contractor information provided to me is sufficient to show that the contractor has a system in place to fulfil their legal obligations to conduct works in a safe manner. The notification is acknowledged subject to any conditions listed below.

Southern Ports Representative Name			
Signature		Date	

Section 7: Completed Work

All persons and equipment have been withdrawn, the work has been completed and any plant is fit and safe for use.

	Name	Position	Signature	Date
Requestor				
Approver				

Comments